

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: August 24, 2007

PAYROLL LETTER #07-013
(CSU ONLY)

TO: All Campuses in the Uniform State Payroll System

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **AUGUST 27, 2007 PAYROLL CYCLE**

Pursuant to bargaining unit contracts and the enactment of the state budget, the State Controller's Office will be updating the employment history data base to provide the majority of civil service employees their retroactive July 1, 2007 general salary increase. The retroactive pay adjustments resulting from the salary increase will be made in the August 27, 2007 (Monday) payroll cycle. The release of all outputs from the cycle will be delayed due to the significant number of adjustment payments involved.

The State Controller's Office Administration and Disbursements Division (ADD) will begin releasing the payrolls on August 28, 2007. However, ADD will release paper warrants first, on a flow basis and agency code by agency code. The warrants that are mailed will be sent via the express mail service (i.e., one day delivery). The direct deposit advices will then be released after all the warrants are released.

The above delay will not affect the direct deposit process or the release of payrolls issued in the remaining August 2007 payroll cycles. Other than the supplemental green August 2007 master payments, the direct deposit payments from the Monday night cycle should be posted to the employee accounts on August 30, 2007.

Your cooperation and understanding of the delay is appreciated. Please contact the CSU Payroll Liaison Unit at (916) 322-7980 if there are any questions.

DS:LMS:PMAB